

Procedure #	AD-103-P3	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

PAY INCREMENT PROCEDURE:

Increment or merit increase is a raise to the basic salary of the employee. This increment is based on the financial position of the University and taking into consideration several factors including the employee's achievements and appraisal score. FBSU employees' are subject to yearly evaluation by their directors as per the University policy and procedure.

This procedure aims to arrange the increment process to prevent inconsistency in salary scales between various grades and ranks.

1. Each year, the University president or his deputy should consult with the department/unit heads the recommended increments and other benefits, if any, that must be granted to the University employees.
2. The salary raise should be based on many the following factors:
 - A. The outcomes of the performance appraisal
 - B. The recommendation of the department heads
 - C. The significance of the job
 - D. Years of experience in the same position
 - E. The overall years of experience

د. محمد بن سلطان

BatS



د. محمد بن سلطان
المرشد العام

